

Certificate
in
Business Management

FIRST YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
ORI	100	College Fundamentals (A, B, or C)	1	_____
BUS	110	Introduction to Business	3	_____
BUS	235	Business Communication*	3	_____
BUS	255	Customer Service	3	_____
ECO	201	Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3 13	_____

NOTES AND INFORMATION

*ENG 101 is a prerequisite for BUS 235

Fall Only Courses: **Spring Only Courses:**

BUS 255	MGT 112
MKT 113	MGT 228
MKT 130	

Career Opportunities: entry-level management positions in retail management, sales management, office management, and restaurant management; possible career opportunities within local, state, and federal government agency facilities.

FIRST YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	222	Legal/Social Environment of Business	3	_____
OFT	207	Computer Applications for Business	3	_____
MGT	112	Principles of Management	3	_____
MGT	228	Small Business Management	3 12	_____

John A. Logan College reserves the right to modify this curriculum guide as needed. Please verify with your academic advisor the accuracy and timelines of this document.

SECOND YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
ACC	100	Business Accounting	3	_____
MAT	113	Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	3	_____
MKT	113	Principles of Marketing I	3	_____
MKT	130	Sales I	3 12	_____